

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	LAW		110-64-320-50000

BUDGET COMMENTS			
<p>The 1979 adopted budget for the Law Department shows an increase of \$24,877 or 6.3% over the 1978 budget. In 1979 the department will not contribute to a grant from the Governor's Committee on Criminal Administration. This explains in part the \$70,817 increase in 1979 in Personal Services, since two positions formerly were charged to the GCCA grant. Personal Services also increased because of the salary improvement and merit increases. One Legal Secretary position was approved in 1978 after publication of the 1978 adopted budget. The total number of positions was reduced by one in the 1979 Budget hearings, with the deletion of a municipal court prosecutor. Five positions have been renamed but remain at the same salary level.</p> <p>In Contractual Services, account 220 was increased to cover increased communications costs. Travel has been reduced, due to carrying legislative lobby expenses in the Public Affairs Office budget. Account 295 was decreased, due to lower equipment rental costs and to the deletion of assigned automobile rental. The office supplies account 310 increased over 1978 to cover costs associated with workload and inflation.</p>			

ACCOUNT CLASSIFICATION	ACTUAL 1977	BUDGET 1978	BUDGET 1979
PERSONAL SERVICES			
110 Salaries & Wages	\$290,631	\$322,161	\$392,978
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$290,631	\$322,161	\$392,978
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	5,329	5,146	5,939
230 Transportation	4,935	3,331	2,500
240 Advertising	--	--	--
250 Insurance	--	--	--
260 Dues and Subscriptions	5,855	6,127	5,955
270 Professional Services	--	1,500	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	4,591	5,500	3,503
TOTAL CONTRACTUAL SERVICES	\$ 20,710	\$ 21,604	\$ 17,897
COMMODITIES			
310 Office Supplies	\$ 6,783	\$ 4,338	\$ 6,170
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	321	396	200
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	180	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	369	504	589
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 7,653	\$ 5,238	\$ 6,959
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	480	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 480	\$ --	\$ --
SUB-TOTAL	\$319,474	\$349,003	\$417,834
Add: 510 - Contributions to Federal and State Programs	\$ 32,457	\$ 43,954	--
Less: Amounts charged to other funds	(58,428)		
GRAND TOTAL	\$293,503	\$392,957	\$417,834

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WORK PROGRAM						
It is the responsibility of the Law Department to protect the best interest of the citizens of this City in all legal matters brought against this City or carried out by this City.						
The Law Department handles a wide variety of legal matters for all departments of the City, the Manager's Office and the Commission. The department drafts and approves ordinances, resolutions, and other legal instruments, and prosecutes the City's interest in the Municipal Courts. Over the last several years, this department has become more deeply involved in advising the Police Department and its personnel in their legal position, in negotiating the City's contract with the recognized labor unions and in the development and review of the City's contracts with federal agencies.						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET	BUDGET	BUDGET			
	1977	1978	1979		1978	1979
Director of Law and City Attorney	1	1	1	2840-4014	\$ 45,451	\$ 48,178
First Assistant City Attorney	1	1	0	---	36,077	--
First Attorney	0	0	1	2256-3187	--	38,242
Senior Assistant City Attorney	1	1	0	---	32,149	--
Legal Advisor to Police Department	0	1	0	---	32,149	--
Senior Attorney	0	0	2	2011-2840	--	68,156
Assistant City Attorney	4	5	0	---	110,838	--
Attorney II	0	0	5	1600-2130	--	120,761
Assistant City Attorney (PT)	2	2	0	---	34,216	--
Attorney II (PT)	0	0	2	1600-2130	--	37,229
Municipal Court Prosecutor	2	2	0	---	24,398	--
Attorney I	0	0	1	1056-1389	--	13,465
Administrative Secretary	1	1	1	807-1115	12,168	13,378
Legal Secretary	1	2	3	807-1056	19,498	32,614
Secretary	0	1	1	726-1000	8,522	10,032
Typist Clerk	2	1	1	590-766	7,275	8,631
Administrative Assistant (PT)	1	0	0	---	--	--
Sub-Total	16	18	18		\$362,741	\$390,686
Add: Longevity					2,085	2,292
Less: GCCA Contribution					(42,665)	--
TOTAL					\$322,161	\$392,978
Full-Time Equivalent	14.5	17.0	17.0			
First Quarter						\$105,316
Second Quarter						90,440
Third Quarter						105,930
Fourth Quarter						91,292
TOTAL						\$392,978